# SUPERIOR COURT OF CALIFORNIA COUNTY OF RIVERSIDE

APPLICATION FOR EMPLOYMENT

Address: 4050 Main Street, Lower Level, Attn: Human Resources • Riverside, CA 92501 Job Line (951) 955-8181 • Website: www.riverside.courts.ca.gov

#### **EEO/ADA Compliant**

The Superior Court of California, County of Riverside is an Equal Opportunity Employer. We encourage all persons to file applications with us, as we do not discriminate on the basis of race, color, religion, age, gender, national origin, veteran status, or disability.

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For Office Use Only				
Qualified □	Not Qualified □			
Level:	Reason:			
Analyet:	Date:			

INSTRUCTIONS TO APPLICANTS: Please print clearly in black ink or type. This application is part of the examination process. Before completing this form, please read the minimum qualifications for the job in which you are interested. Your application will not be considered for the position unless you meet these qualifications. LAST NAME FIRST NAME FULL MIDDLE NAME Last 4 Digits of Social Security No. xxx-xx-PREVIOUS NAMES. LIST ANY PREVIOUS NAMES UNDER WHICH YOU HAVE WORKED, GONE TO SCHOOL OR SERVED IN THE ARMED MAILING ADDRESS: NUMBER, STREET AND APT. OR POST OFFICE BOX CITY, STATE AND ZIP CODE HOME TELEPHONE NUMBER WORK TELEPHONE NUMBER MESSAGE TELEPHONE NUMBER AVAILABILITY SCHEDULE (Indicated locations will update all applications on file.) Indicate the types of appointment you are willing to accept: ☐ Full-time ☐ Part-time ☐ Temporary Indicate the geographic areas where you are willing to work: Desert Region: ☐ Blythe ☐ Indio ☐ Palm Springs Mid-County Region: Banning Hemet ☐ Murrieta ☐ Temecula ☐ Moreno Valley ☐ Riverside Western Region: ☐Corona LIST LANGUAGES OTHER THAN ENGLISH IN WHICH YOU ARE PROFICIENT. Do you have any relatives working for the Superior Court of California, County of Riverside? □ No □ Yes Name: Department: Relationship: CHECK ALL THAT APPLY. ☐ College <u>Degree</u> High School: ☐ 9 ☐ 10 ☐ 11  $\prod 12$ □ GED ☐ HS Diploma ☐ Some College **EDUCATIONAL INSTITUTIONS** TYPE OF **UNITS COMPLETED** From То **ATTENDED COURSE OF STUDY/MAJOR** DEGREE OR Semester Quarter Mo/Yr Mo/Yr **CERTIFICATE** (Colleges, Technical Schools, etc.) PROFESSIONAL CREDENTIALS (LICENSES, CERTIFICATES, REGISTRATIONS) NAME OR DESCRIPTION **ISSUING AGENCY OR BOARD ISSUE DATE EXPIRATION DATE** Original Typing Certificate Required for some positions. Refer to job posting for this requirement.

#### CERTIFICATE OF APPLICANT AND CONSENT TO RELEASE OF INFORMATION

I consent to the release of information about my ability and fitness by employers, schools, law enforcement agencies and the other individuals and organizations to investigators, human resources analysts and other authorized employees of the Superior Court. I certify that all statements made on this application and <u>any attachments</u> are true and complete to the best of my knowledge. I understand that any false statements may lead to disqualification or dismissal.

Date:

Signature:

Must type name on signature line if emailing / Signature required for delivery by mail or walk-in

POSITION TITLE FOR WHICH YOU ARE APPLYING - You may only apply for one position per application

TYPING SKILLS. PLEASE INDICATE: Typing speed:

LAST NAME	FIRST NAME FULL MIDDLE NAMI		E Last 4 Digits of Social Security No.  XXX-XX-				
EXPERIENCE — Please account for all employment within the last ten years, beginning with your current or most recent position. In addition, please indicate any other experience which you feel is relevant to the position for which you are applying (e.g., volunteer experience, military experience, etc.). DO NOT SAY "SEE ATTACHED." RESUMES ARE WELCOME, BUT NOT ACCEPTABLE AS A REPLACEMENT FOR THIS APPLICATION. RESUMES WILL NOT BE USED FOR QUALIFYING APPLICANTS FOR POSITIONS, ALL INFORMATION MUST BE INCLUDED ON THE APPLICATION. PLEASE USE ADDITIONAL WORK EXPERIENCE ADDENDUM FORM OR YOU MAY ATTACH ADDITIONAL SHEETS IF NECESSARY. Complete all requested information fully.							
Current Superior Court of	f California, County of Riverside employee?	□ NO □	YES				
From (Mo/Yr)	Present or Most Recent Employer Name:	You	ur Job Title:				
To (Mo/Yr)	Type of Business:	You	Your Supervisors Name and Title:				
Regular Hours Per Week:	Mailing Address:						
Hourly Rate	City, State, Zip Code:	Pho	one Number:				
of Pay:	EMPLOYEDS TO THE	(	) -				
MAY WE CONTACT THIS Reason For Leaving:	EMPLOYER? YES NO Duties:						
From (Mo/Yr)	Employer Name:	You	ur Job Title:				
To (Mo/Yr)	Type of Business:	You	Your Supervisors Name and Title:				
Regular Hours Per Week:	Mailing Address:						
Hourly Rate of Pay:	City, State, Zip Code:	Pho (	one Number: ) -				
MAY WE CONTACT THIS	EMPLOYER? ☐ YES ☐ NO	<u>'</u>					
Reason For Leaving:	Duties:						
From (Mo/Yr)	Employer Name:		ur Job Title:				
To (Mo/Yr)	Type of Business:	You	ur Supervisors Name and Title:				
Regular Hours Per Week:	Mailing Address:						
Hourly Rate of Pay:	City, State, Zip Code:	Pho (	one Number: ) -				
MAY WE CONTACT THIS	EMPLOYER? ☐ YES ☐ NO						
Reason For Leaving:	Duties:						

LAST NAME	FIRST NAME FUI	LL MIDDLE NAME	Last 4 Digits of Social Security No.  XXX-XX-				
EXPERIENCE — Please account for all employment within the last ten years, beginning with your current or most recent position. In addition, please indicate any other experience which you feel is relevant to the position for which you are applying (e.g., volunteer experience, military experience, etc.). DO NOT SAY "SEE ATTACHED." RESUMES ARE WELCOME, BUT NOT ACCEPTABLE AS A REPLACEMENT FOR THIS APPLICATION. RESUMES WILL NOT BE USED FOR QUALIFYING APPLICANTS FOR POSITIONS, ALL INFORMATION MUST BE INCLUDED ON THE APPLICATION. PLEASE USE ADDITIONAL WORK EXPERIENCE ADDENDUM FORM OR YOU MAY ATTACH ADDITIONAL SHEETS IF NECESSARY. Complete all requested information fully.							
Current Superior Court of	of California, County of Riverside employee?	□NO	☐ YES				
From (Mo/Yr)	Employer Name:	Yo	ur Job Title:				
To (Mo/Yr)	Type of Business:	Your Supervisors Name and Title:					
Regular Hours Per Week:	Mailing Address:						
Hourly Rate of Pay:	City, State, Zip Code:		Phone Number:				
MAY WE CONTACT THIS	EMPLOYER? YES NO						
Reason For Leaving:	Duties:						
From (Mo/Yr)	Employer Name:	Yo	ur Job Title:				
To (Mo/Yr)	Type of Business:	Yo	Your Supervisors Name and Title:				
Regular Hours Per Week:	Mailing Address:						
Hourly Rate of Pay:	City, State, Zip Code:	Ph (	one Number: ) -				
MAY WE CONTACT THIS	EMPLOYER? YES NO	•					
Reason For Leaving:	Duties:	T.					
From (Mo/Yr)	Employer Name:		ur Job Title:				
To (Mo/Yr)	Type of Business:	Yo	Your Supervisors Name and Title:				
Regular Hours Per Week:	Mailing Address:						
Hourly Rate of Pay:	City, State, Zip Code:	Ph (	one Number: ) -				
MAY WE CONTACT THIS EMPLOYER? YES NO							
Reason For Leaving:	Duties:						

LAST NAME	FIRST NAME	FULL MIDDLE NA	AME	SOCIAL SECURITY NUMBER			
,							
This page of the application will not be available to an interview board.							
As a result of a disability, will you need to have accommodation in the:  Interview/Exam Process Performance Of Essential Functions Of The Job If either box is checked, you will be contacted by a staff member who will assist in arranging reasonable accommodation if selected for an interview.							
	PRIOR CalPERS EMPLOYMENT						
Have you ever Are you curren	Have you ever worked for another CalPERS agency? No Yes—Agency:, Dates:						
ARREST AND CONVICTION INFORMATION							
The Court conducts criminal background checks on candidates to whom it makes offers of employment. Full and complete responses to the questions below are required and will be carefully evaluated and verified. Employees' fingerprints are sent to State and Federal agencies for a check of criminal record history. Any false statement or omission of a material fact will cause forfeiture of all rights to employment.							
	byees of the Superior Court of California, County of to original appointment (date of hire). However, any fe						
Pursuant to Ca	lifornia Labor Code section 432.7, the Court, as a crin	ninal justice agency, may inquire about a	rrests incl	uding those that did not result in convictions.			
1. Have you ever been convicted of an offense(s) in any criminal or military court or has a juvenile court petition(s) ever been filed against you and found true? Please mark the appropriate box below and, if "Yes," please explain in the chart below. Note: Exclude any offense(s) which resulted in the successful completion of a deferred entry of judgment program(s) (pre-trial diversion) or any offense(s) where the court record has been sealed.  No Yes							
2. Are you currently being charged, or have you ever been charged, for any violation(s) of law other than minor traffic violations—examples of a minor traffic violation include driving without a license or with a suspended license, speeding, failing to signal, etc. Please note that "driving under the influence" and "reckless driving" are not minor violations. Please mark the appropriate box below and, if "Yes," please explain in the chart below.  No Yes							
If the respons	If the response to Question 1 and/or 2 "Yes," provide the information requested below (attach additional sheets if necessary using the same format).						
				Disposition			
Date	Offense & Location (C	city/State)					
Date	Offense & Location (C	ity/State)					
Date	Offense & Location (C	ity/State)		,			
Separation fro 3. Hav	om Employment under Unfavorable Circumstances re you ever been terminated, discharged, released, or	s did you resign in lieu of termination? Ma □ No □ Yes		propriate box below.			
Separation fro 3. Hav	om Employment under Unfavorable Circumstances	did you resign in lieu of termination? Ma  No Yes  formation below (attach additional she	eets if nec	propriate box below.  Seessary using the same format). Employees			
Separation fro 3. Hav	om Employment under Unfavorable Circumstances re you ever been terminated, discharged, released, or e to Question 3 is "Yes," provide the requested in or Court of California, County of Riverside must dis	did you resign in lieu of termination? Ma  No Yes  formation below (attach additional she sclose all failures of probationary periourring prior to original Court appointm	eets if ned ods while nent.	propriate box below.  Seessary using the same format). Employees			
Separation fro 3. Hav If the respons of the Superior required to lis	om Employment under Unfavorable Circumstances re you ever been terminated, discharged, released, or e to Question 3 is "Yes," provide the requested in or Court of California, County of Riverside must dis t such failures or terminations of employment occ	did you resign in lieu of termination? Ma  No Yes  formation below (attach additional she sclose all failures of probationary periourring prior to original Court appointm	eets if ned ods while nent.	propriate box below.  Description:  Descript			
Separation from 3. Have a separation from 3.	om Employment under Unfavorable Circumstances re you ever been terminated, discharged, released, or e to Question 3 is "Yes," provide the requested in or Court of California, County of Riverside must dis t such failures or terminations of employment occ	did you resign in lieu of termination? Ma    No	eets if necods while ment.  esignatio	propriate box below.  Description:  Descript			
Separation from 3. Have a separation from 3. Have a separation from 3. Have a separate and superior required to list any false Riverside.  Pursuant to Ca	om Employment under Unfavorable Circumstances re you ever been terminated, discharged, released, or e to Question 3 is "Yes," provide the requested in or Court of California, County of Riverside must dis at such failures or terminations of employment occ  Employer  he above information is true and correct and that I	did you resign in lieu of termination? Ma    No	eets if necods while ment.  esignatio  ations and twith the	cessary using the same format). Employees employed by the Court but are not n and/or Failure of Probation  I/or background. I understand and agree Superior Court of California, County of			
Separation from 3. Have a separation from 3.	om Employment under Unfavorable Circumstances re you ever been terminated, discharged, released, or e to Question 3 is "Yes," provide the requested in or Court of California, County of Riverside must dis at such failures or terminations of employment occ  Employer  The above information is true and correct and that I statement or omission of a material fact will cause  Alifornia Civil Code section 1786.53, I waive my right to	did you resign in lieu of termination? Ma  No Yes  formation below (attach additional she sclose all failures of probationary periourring prior to original Court appointment of the court appointment appointment of the court appointment of the cou	eets if necods while ment.  esignatio  ations and twith the	cessary using the same format). Employees employed by the Court but are not n and/or Failure of Probation  I/or background. I understand and agree Superior Court of California, County of			
Separation from 3. Have a separation from 3. Have a separation from 3. Have a separate and superior required to list any false required to list any false required.  Pursuant to Cathe process of a separate any false required to Cathe process of a separate and superior for the separate and superior for for the separate and superior for the separate and superior for	om Employment under Unfavorable Circumstances re you ever been terminated, discharged, released, or e to Question 3 is "Yes," provide the requested in or Court of California, County of Riverside must dis at such failures or terminations of employment occ  Employer  The above information is true and correct and that I statement or omission of a material fact will cause  Ilifornia Civil Code section 1786.53, I waive my right to conducting a criminal background check on me. Please	did you resign in lieu of termination? Ma    No	eets if necods while ment.  esignatio  ations and twith the	cessary using the same format). Employees employed by the Court but are not n and/or Failure of Probation  I/or background. I understand and agree Superior Court of California, County of			

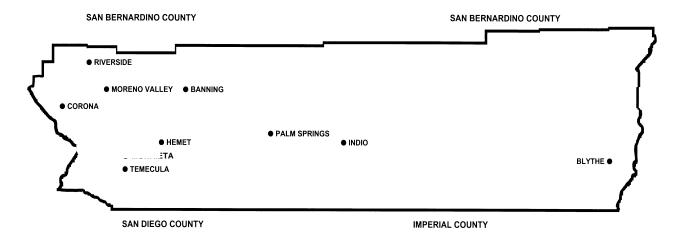
#### PERSONAL INFORMATION DATA FORM

## **EEO/ADA Compliant**

ATTENTION APPLICANT: PLEASE DO NOT DETACH. This information will be detached from your application and used for research and statistical purposes only. In order to comply with Federal regulations in the area of Equal Opportunity Employment, employers must have data available on applicant flow patterns (41 CFR 60-2, 12, 60-250.5). For this reason, we would appreciate your voluntary cooperation in providing the following information. This information will be treated confidentially and will not be used to discriminate against any prospective or incumbent employee of Superior Court of California, County of Riverside. This information may be provided to government officials investigating our contract compliance status.

APPLICATION DATE:		POSITION	POSITION APPLIED FOR: (As printed on bulletin)			
(Month) (Day)  GENDER: F	(Year) emale	Male	AGE GROUP:	Under	40 Over 40	
RACE/ETHNIC CATE		Maic	AGE GROOT:	Onder	TO	
☐ AMERICAN INDIAN or ALASKAN NATIVE: All persons having origins in any of the original peoples of North America.						
ASIAN or PACIFIC ISLANDERS: All persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.						
☐ <b>BLACK</b> (not of Hispa	nic origin): All perso	ns having origi	ns in any of the blad	ck racial groups		
HISPANIC: All perso origin, regardless		o Rican, Cubar	n, Central or South	American or oth	ner Spanish culture or	
■ WHITE (not of Hispanic origin): All persons having origins in any of the original peoples of Europe, North Africa, the Middle East, or the Indian Subcontinent.						
HOW DID YOU LEAR	N ABOUT THIS PO	OSITION?				
☐ Human Resources De	epartment	☐ Friend/F	Relative	] Job-line	☐ Court Employee	
☐ Website:						
☐ Job Fair / Location:						
☐ Newspaper:						
Other:						
AS A RESULT OF A DISABILITY, WILL YOU NEED TO HAVE ACCOMMODATION IN THE:						
☐ Interview/exam process ☐ Performance of essential functions of the job						
If either box is checked, you will be contacted by a staff member who will assist in arranging reasonable accommodation.						
U.S. MILITARY VETERANS						
(DD Form 214) concurred	ent with this applicat ected disability (disa	ion. Veterans bility rating of	intending to claim	additional prefe	orable discharge or release erential consideration for a t documentation of current	
DO YOU CLAIM VETERAN	IS PREFERENCE? [	] Yes □ No	DO YOU CLAIM	VETERANS DISA	ABILITY? ☐ Yes ☐ No	

# Riverside County



### **Court Locations**

Banning Court 135 N. Alessandro Road Banning, CA 92220

Family Law Court 4175 Main Street Riverside, CA 92501

Indio Court 46-200 Oasis Street Indio, CA 92201

Palm Springs Court 3255 E. Tahquitz Canyon Palm Springs, CA 92262

Temecula Court 41002 County Center Dr., #100 Temecula, CA 92591 Blythe Court 265 N. Broadway Blythe, CA 92225

Hall of Justice 4100 Main Street Riverside, CA 92501

Juvenile Court 9991 County Farm Road Riverside, CA 92503

Riverside Historic Courthouse 4050 Main Street Riverside, CA 92501 Corona Court 505 S. Buena Vista Ave. Corona, CA 92882

Hemet Court 880 N. State Street Hemet, CA 92543

Moreno Valley Court 13800 Heacock Blvd. Moreno Valley, CA 92553

Southwest Justice Center 30755-D Auld Road Murrieta, CA 92563